

JOB POSTING



HUMAN RESOURCES AND ADMINISTRATION COORDINATOR, FULL-TIME

1/18/2022

REPORTS TO: EXECUTIVE DIRECTOR

WHO WE ARE:

Ministry with Community (MwC) is a non-profit organization located in Kalamazoo, MI. We are a daytime shelter and resource center, open 365 days a year from 6:30am-4:30pm. The mission of MwC is to empower people to make positive life changes. To achieve our mission, we provide an environment of dignity, hope, trust and unconditional acceptance where all people are respected and valued. MwC does not discriminate based on race, color, national origin, religion, age, sex, gender identity, sexual orientation, disability, veteran status, marital status, familial status, height, weight or arrest record.

POSITION OVERVIEW

Ministry with Community is seeking a dynamic and dedicated Human Resources (HR) and Administration Coordinator! This position will support and inform human resources through research, creation, implementation and maintenance of policies, procedures and practices in conjunction with the Executive Director, while maintaining confidentiality as required by law and standard practice. The HR and Administration Coordinator also acts as a thoughtful leader as a member of the management team and is the liaison to the Human Resources Committee.

This Coordinator must demonstrate compassion, integrity and trust. This individual must uphold the highest standards of ethics and values in alignment with the mission of Ministry with Community.

HOURS

This is a full-time, non-exempt position. Ministry with Community is open 6:30am-4:30pm, 7 days/week; hours may vary.

POSITION REQUIREMENTS

- 18 years of age or older
- Experience in the Human Resources field and/or human service program design, planning, implementation and evaluation; demonstrated success in the strategic development of human resources programs is preferred
- Two years of successful experience in an administrative role or the equivalent
- Strong skills in organization, communication (oral and written), problem-solving and planning
- Experience with Microsoft software (spreadsheet, word processing, email, etc.). CRM database experience preferred
- Commitment to diversity and inclusion with the highest level of customer service to both internal and external customers (staff, members [the people we serve], volunteers, interns)
- Ability to communicate with others quickly and effectively. Multiple languages and sign language not required, but beneficial
- Ability to bend, twist, stoop and reach
- Ability to learn quickly (desire to continue learning) and exhibit creative problem-solving

PERFORMANCE EXPECTATIONS:

1. First and foremost, place MwC member needs and the MwC mission front and center in all processes, decisions, tasks, work and efforts.
2. Recruit and assist with the onboarding of new staff and volunteers as needed and provide positive motivation. Administer employee benefits and maintain personnel files.
3. Utilize the MwC current strategic plan as the primary guide for determining the focus of all department efforts.
4. Actively support the Board of Directors and Executive Director in carrying out their strategic goals and objectives.
5. Work to establish effective relationships with our diverse members and staff, while maintaining an environment of dignity and respect.

6. Actively participate in and contribute to management team and organization-wide meetings on a regular basis.
7. Other duties as assigned.

SUCCESS PATTERNS:

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|-----------------------------------------------------|------------------------------|
| • Leadership | • Dependability |
| • Teamwork | • Initiative/Planning |
| • Member Service | • Communication |
| • Job Knowledge/Technical Skills/Skills Development | • Innovation/Problem Solving |
| • Productivity/Quality of Work | • Organizational Awareness |

WAGE AND BENEFITS

\$15.00 - \$19.00 per hour, commensurate with qualifications, plus benefits.

Short/long-term disability, life insurance, paid time off; optional medical, dental, vision insurance, optional matching 403(b) plan

TO APPLY

Please submit a written letter of interest and resume to:

Executive Director
Ministry with Community
500 N Edwards St.
Kalamazoo, MI 49007

Or email pdf documents to: director@ministrywithcommunity.org

NO PHONE CALLS PLEASE.

Deadline: 2/11/2022

This position requires mandatory drug screening and a background check.